

GUIDELINES FOR THE GRADUATE LIBRARY SCHOOL TUITION REIMBURSEMENT GRANT

PURPOSE

The Kentucky Department for Libraries and Archives (KDLA) has developed a long range plan for the development, provision, and improvement of library service in the State. A strategy in implementing the plan is to extend and improve access to, and provide for library resources, services and personnel to areas of the state in which library services are inadequate. In an effort to achieve this goal, KDLA supports expanded education and training for library staff to help them provide the best possible library services. KDLA encourages the pursuit of graduate library science degrees by full-time public library staff by offering tuition reimbursement for the successful completion of classes from ALA (American Library Association) accredited graduate programs.

ELIGIBILITY REQUIREMENTS

In order to be eligible for the *Graduate Library School Tuition Reimbursement Grant*, students must meet the following requirements:

- Be a full-time employee at a Kentucky public library and working a minimum of 100 hours a month.
- Successfully complete coursework from an in-state or out-of-state university with an accredited library science program.
- Earn at least an A or a B final grade.

Although the intent is to provide 100% reimbursement, the amount may be prorated to a lesser percent in relation to available funds and depending on the number of applications received and approved.

COMPLETION OF APPLICATION

Adhering to the following instructions will ensure that the qualifying student and the sponsoring library have successfully completed the application process.

- Student completes and submits the *Preliminary Application* by given deadline date (see below). To this form, attach a letter of recommendation from the student's supervisor or the library director. For subsequent Preliminary Applications during the same federal fiscal year, a second letter of recommendation will be required ONLY IF the student has a new supervisor.

Example: John Doe applied for a grant for a fall semester class. Then, he applies for another grant for a spring semester class. If he has the same supervisor, he does not need to resubmit a letter of recommendation; only the *Preliminary Application* for the spring semester. In his case, another letter of recommendation would not be required during the same fiscal year. However, if his supervisor changed before John begins the spring semester; a letter from his new supervisor would be required.

- At the conclusion of the coursework, the library and the student will submit the following forms signed by both parties, wherever required:

1. The *Application* for tuition reimbursement signed by the student and the library director.

2. The *Final Report* completed and signed by the student and the library director.
3. An official proof of tuition payment, which shows an itemized list of the amount of tuition separate from other university fees and charges.
4. Final grade report.

PAYMENT SCHEDULE OF REIMBURSEMENT GRANTS

Reimbursement grant checks will be issued to the library on behalf of the student. Checks will be disbursed as follows:

In March	For Fall Semester classes ending in December
In August	For Spring Semester classes ending in May or June

DEADLINES

PRELIMINARY APPLICATION - Student must submit this form with a letter of recommendation from the supervisor or library director no later than 30 days after the first day of the class.

APPLICATION FOR TUITION REIMBURSEMENT – Application must be received no later than 60 days after the last day of a fall or spring semester class. To this form, attach:

- The *Final Report* form
- Proof of tuition payment (see above), and
- The final grade report

MAILING

All completed applications with original signatures must be postmarked by indicated deadline dates and mailed to:

Dr. Ron Critchfield, CE Consultant
Kentucky Department for Libraries & Archives
P.O. Box 537
300 Coffee Tree Road
Frankfort, KY 40602-0537

FAX copies are not acceptable.